



## ***JOB POSTING***

**Position:** Director of Recreation  
**Reports To:** Park Superintendent

**Dept:** Parks Department

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### **Position Responsibilities (include but are not limited to the following):**

- Oversees the daily operations and activities of the employees at the day camps, Torner Community Center, Aquatic Facilities
- Director of Recreation may be assigned by the Superintendent to work flexible hours, seasonally other than the normal 8:00 - 4:00 work day, including but not limited to weekends and evenings. Other duties may be required and assigned
- Oversees and coordinates the planning, design and implementation of a variety of recreation related programs and facilities
- Develops and promotes community recreation services and programs to the general public.
- Supervises staff employed at the day camps, Torner Community Center, concessions, softball leagues and Aquatic facilities
- Responsible for maintaining the condition of the parks and recreation facilities and aquatic facilities
- Tracks financial records and generates financial reports for day camps, Torner Community Center, concessions, softball leagues and aquatic facilities
- Responsible for monitoring the condition and safety of equipment and ordering supplies
- Ability to communicate orally and in writing with Department personnel, customers, service clubs/schools, business representatives, Park Board members and City officials.
- Prepares payroll for staff to be formulated by the main office
- Maintains staff personnel files
- Inspects City Parks for safety and improvements and generates reports and proposals based on observations.
- Develops and directs training programs and projects for the employees at day camps, Torner Community Center, and aquatics facilities
- Develops strategies to achieve organizational goals
- Assist with marketing and promotion for Park events and programs

### **Knowledge, Skills, and Abilities Required:**

- Considerable ability to work well with others
- Excellent organization skills
- Marked ability to solve complex problems
- Excellent written and oral communication skills
- Detailed oriented
- Considerable ability to lead and influence other s
- Considerable ability to think creatively
- Considerable knowledge of design software, Excel Spreadsheets, and word processing software

### **Minimum Qualifications:**

#### **Education/Training:**

Bachelors Degree in recreation or business related field. Minimum 4 years experience in Parks and Recreation Management

**Physical Requirements:**

- Ability to sit for extended periods of time
- Finger dexterity required to manipulate objects and use a keyboard
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)

*Internal Candidates* must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*